



Montgomery County Department of Permitting Services

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)777-0311
Fax: (240)777-6262
<http://www.montgomerycountymd.gov/>



What is the Residential Walk Thru/Fast Track Permit Process?

This process was developed to obtain building permits for **eligible** projects while you wait. If the application meets these guidelines and all applicable legislation, in most cases, you will leave with the permit after a single visit in a timely manner. If the application cannot be completely processed, it will be returned to your team with partial approvals. If the application is for a complex design, structural modifications, or unusual design, it will require extensive reviews. Therefore, the application will be taken in for the regular review process. **Applications must be in the Residential Walk-Thru Fast Track Queue before 2:30 PM - otherwise applications will not be reviewed by the building plan reviewers while you wait, rather applications will be taken in for the regular review process.**

Eligible Projects*

- Single level decks, including those designed in accordance with “Montgomery County Deck Details”
- Finishing basements (no kitchen) or attics
- Sheds, gazebos, or other detached non-habitable accessory structures** (sheds under 200 square feet require **only** zoning review)
- Covered or screened porches**
- Hot tubs or pool houses** (equipment only)
- Retaining walls with engineered plans sealed and signed by a registered design professional
- Alterations not involving a load-bearing wall
- Remodeling kitchens or bathrooms
- Adding dormers
- Minor fire damage repairs
- One story additions with truss roof**
- Pavilion**
- Carport**
- One story garages**
- Handicap ramp
- Revisions to permits issued at fast track if scope of work is not expanded

* In order to be eligible, a property must not be served by private well or private septic system.

** Floor area must not exceed 400 square feet



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Submittal Requirements

1. Completed Building Permit application. Application is available online
<http://permittingservices.montgomerycountymd.gov/DPS/pdf/ApplicationForResidentialBuildingPermit.pdf>
2. Two (2) complete sets of construction plans drawn to scale (1/4"=1'-0") on minimum 11x17 in. substantial paper. Do not use grid lined paper.
3. Two (2) copies of site plan.
4. Checks, cash and credit cards are accepted (fees apply to all credit card and debit card transactions). Checks should be made out to Montgomery County.